

event planning checklist

Facility Reservation

- Reserve your space via EMS (6 weeks)
- Include a detailed description of your event in the reservation
- Do you need event technical services?
- Will you have food at the event?
- Is the event open to non-student attendees?
- What kind of room set-up do you need?

Purchasing/Funding

- Purchase Request - 1 Week (using club funds)
- Funding Request - 4 Weeks (funds from finance board)
- Who are we purchasing from?
- Do we have a quote or estimated cost?
- When are items needed by?

Additional Items

- Note: Glitter is not allowed in any reservable spaces on campus
- Make sure you have enough volunteers to work your event
- Make sure your advisor or a CSIL staff member can attend your event if in: Holloway Auditorium, Great Hall, Maggs, Intramural Fields, or Assembly Hall

CSIL P.O.C. Meeting

- Confirm event date, time, and location
- Describe your event in detail
- Confirm if you need ETS (microphones, presentation, music, etc.)
- Confirm room set-up (tables, chairs, stage, etc.)
- Confirm any food plans (catering, food waiver, no food)
- Request CSIL items (extension cords, laptop, ticket scanner, etc.)
- Is your event open to outside guest? If so how will they access the building?
- For DJ, Artist, or Performer make sure you have W-9, COI, Invoice, and Contract (due 4 weeks in advance)
- If you are charging money for a chance to win ex: raffle, be sure to complete your gaming license (due 2 weeks in advance)
- Plan your event breakdown (cleaning up supplies, etc.)
- Submit your event on Involved@SU

